

NOTICE

There is a job vacancy with the **BAY COUNTY DEPARTMENT OF HOUSING.**

JOB TITLE: **HOUSING DIRECTOR**

RATE OF PAY: **\$41,953.60 per year entry, progressing to
\$48,193.60 per year after 4 years (MN08)**

Full-time, non-represented position, with benefits.

GENERAL SUMMARY:

Responsible supervisory and administrative work in assisting in the administration, development and management of Bay County's Public Housing program. Work involves the direction, supervision and coordination of activities of housing management and personnel subject to the general application of considerable judgement and discretion. The employee reports to the county executive and is responsible for determining work procedures and carrying assignments through to timely completion. Supervision is exercised over a staff.

TYPICAL DUTIES:

1. Directs, supervises and coordinates all phases of the work of housing management personnel.
2. Supervises the housing rental procedures for public housing units; reviews tenant applications; determines rent; makes assignments of units.
3. Prepares project development and annual budgets for review by Bay County.
4. Supervises all financial and administrative services of the agency.
5. Applies for grants; manages grants.
6. Maintains records and prepares required reports on a timely basis.
7. Prepares public housing project applications.
8. Meets with tenants to further understanding and good relationships between tenants and management.
9. Coordinates and supervises the preparation of construction plans and construction of housing facilities.
10. As required, inspects rental units, buildings and grounds.
11. Helps write and edit monthly newsletter for residents.
12. Works with Fee Accountant to process required HUD submissions.
13. Performs related work as required.

The above statements are intended to describe the general nature of work being performed by people assigned this classification. They are not to be construed as an exhaustive list of all job duties performed by personnel so classified.

REQUIREMENTS OF WORK: Must have considerable knowledge of policies and procedures plus rules and regulations relating to the administration of HUD Public Housing. Must possess excellent verbal and written communication skills. Must also have knowledge of modern business methods and practices; the ability to supervise the work of subordinates; the ability to apply the principles of organization and management to a work unit. Also must have the ability to maintain records and prepare reports and the ability to establish and maintain effective working relationships with other employees and subordinates, public officials and the general public.

QUALIFICATIONS: Graduation from college with a bachelor's degree in business or public administration preferred, but not required, and five years of progressively responsible experience in housing administration or an equivalent combination of training and experience. Applicants may be required to take written and/or other examinations.

PHYSICAL REQUIREMENTS: This position involves sitting, being mobile, bending and/or standing for significant periods of time. Additional requirements include the ability to move objects according to the following weight & frequency: Generally, 20 pounds of force up to one third of the time.

Make application in person at the Bay County Personnel Department, 515 Center Avenue, Suite G102, Bay City, MI 48708-5121 or online at www.baycounty-mi.gov.

AN EQUAL OPPORTUNITY EMPLOYER

"BAY COUNTY DOES NOT DISCRIMINATE ON THE BASIS OF DISABILITY STATUS IN ADMISSION OR ACCESS TO, OR TREATMENT OR EMPLOYMENT IN, ITS PROGRAMS AND ACTIVITIES."

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